**Important: Applications Missing Any of These Required Items Will Not Be Considered**

# FARM AND RANCH LANDS PROTECTION PROGRAM
FISCAL YEAR 2009 APPLICATION PACKAGE CHECK LIST

☐ **1. Application Cover Sheet**:  Complete Standard Form 424 (SF-424) Application for Federal Assistance, and Standard Form 424B (SF-424b) Assurances-Non-Construction Programs

☐ **2. Entity Summary Information:**  (Three page maximum)
   a. Full Entity Legal Name and Address
   b. DUNS number
   c. Statement regarding Central Contractor Registration (CCR)
   d. Entity Administrative and Financial Officer contact information (including address, phone, e-mail)
   e. Statement describing the Entity commitment to long-term conservation of agricultural lands
   f. History of easement acquisition, management, and enforcement
   g. Number and tenure of staff dedicated to monitoring and easement stewardship
   h. Source and availability of matching funds

☐ **3. Parcel Data Package:**  (Separate package for <u>each</u> parcel submitted)
   a. CCC-1200 Application for Program Funding – completed by the landowner
   b. CCC-1026 Certification of Highly Erodible Land and Wetland Conservation Compliance – signed by the landowner (or certified to be on file with FSA)
   c. CCC-926 Adjusted Gross Income Verification – signed by the landowner
   d. Signed easement offer with parcel legal description
   e. Entity staff member name and contact information (including address, phone, e-mail) for the specific parcel
   f. Specific breakdown of proposed funding sources, assuming FRPP funds are awarded
   g. Aerial photograph with easement boundary and road network
   h. Web Soil Survey map with easement boundary
   i. Parcel ranking sheet
   j. Impervious Surface Limitation Allowance worksheet (if landowner requests a waiver of the 2% maximum)
   k. Statement as to the applicability of the forest management plan requirement; and, if required, certification by the landowner that the plan will be prepared prior to closing

For information about how to obtain a DUNS number call 1-866-705-5711 or go to www.grants.gov/RequestaDUNS.  Please note that the registration may take up to 14 business days to complete.

For information about CCR registration, visit www.ccr.gov. There is no CCR number; however entities will be required to certify that they are registered.